



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

December 14, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

#11 DECEMBER 14, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

RECOMMENDATION TO ENCUMBER ADDITIONAL FUNDS FOR AS-NEEDED HEARING REPORTER SERVICES (ALL DISTRICTS) (3 VOTES)

SUBJECT

Request approval for the Executive Office, Board of Supervisors to encumber an additional \$100,000 annually for as-needed stenographic recording and transcript of administrative hearing services.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Executive Officer of the Board to encumber an additional \$100,000 per fiscal year, increasing the estimated combined, aggregate, maximum annual cost from \$100,000 to \$200,000, for as-needed stenographic recording and transcript of administrative hearing services, effective upon Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommendation is to request a supplement of \$100,000 to fund existing contracts previously approved by your Board, for as-needed hearing reporter services. On November 10, 2009 your Board approved a non-exclusive contract with four (4) hearing reporter firms and authorized the Executive Officer of the Board of Supervisors to encumber \$100,000 per fiscal year, representing the estimated combined, aggregate, maximum annual cost for these services. However, due to an increased workload stemming from more hearings being granted by the commissioners, the cost is projected to exceed \$160,000 per fiscal year. Therefore, we are requesting to supplement the estimated combined, aggregate, maximum annual total from \$100,000 to \$200,000 to meet the demand resulting from increases in administrative hearings managed by the Civil Service Commission, Employee Relations Commission, and other client boards and commissions. Funding for this service is available in the Board of Supervisors – Executive Office

Adopted Budget.

Implementation of Strategic Plan Goals

This action is consistent with the County's Strategic Plan Goal No. 1 of Organizational Effectiveness. Contracts will improve internal operations through the utilization of contractors' expertise to effectively provide services in a timely and responsive manner.

FISCAL IMPACT/FINANCING

Rates are standardized for all firms under the contract. Services are used on an as-needed basis and not projected to exceed \$200,000 in any fiscal year. Funding for this service is available in Board of Supervisors, Executive Offices' Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contracts are intended to be used by the Executive Office to quickly obtain the services of qualified hearing reporter firms to provide stenographic reporters to record administrative hearings. The resulting list of qualified firms will also serve as a resource for departments wishing to hire hearing reporters to record their administrative hearings.

There is no impact to County employees as these services supplement current resources and are intermittent in nature.


IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this request will not result in any impact on other current services or projects.

CONCLUSION

Please return one adopted copy of this letter to Executive Office, Fiscal Services Division.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Sachi A. Hama". The signature is fluid and cursive, with a small mark at the end.

SACHI A. HAMAI
Executive Officer, Board of Supervisors

SAH

- c: Executive Officer – Clerk of the Board of
Supervisors
Chief Administrative Officer
County Counsel